

Sl No. 154
1949-1950

35

File No. 384/48-I

P. W DEPARTMENT

E BRANCH (1)

Subject:— Bombay Public Service

Commission

orders re..

B [K]-1950

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File No. 384/48 — E. W. Br

File No. 384/48 — E. W. Br

*Correspondence

DOCKET SHEET (B)

Subject :—

File No. 384/48-I
P. W. DEPT.
E BRANCH.

References :—

Original file is sent to Maharashtra.

Date.	To whom sent.	Notes and instructions.

E. B. (I).P. E. D.

The P. & S.D. has forwarded to this Deptt. for remarks a copy of the Bombay P.S.C's letter re: recruitment to various services and posts within the ~~in~~ purview of the Madras Public Service Commn. according to a fixed programme which is published in advance for the information and guidance of persons wishing to qualify for entry into Govt. service. The posts in the Madras Service, it is stated, are divided into two categories, technical and non-technical, and the latter are filled on the result of competitive examinations. The non-technical posts are further divided into groups for purposes of the exams. The programme also includes apptt. by direct recruitment as well as by promotion.

The P.S.C. considers the system prevalent in Madras to be a good one and recommend that a similar system, may be adopted for Bombay State, viz.,

- (1) dividing services and posts into technical and non-technical;
- (2) grouping the non-technical^e services and posts for purposes of recruitment, whether by competitive examⁿ or by some other method;
- (3) Preparing in advance and publishing the programmes for the exams. etc.,

The commn. requests that if Govt. agree with that body, they will please send for the Commn's consideration any proposals they may have to make about (1) (2) (3) of the foregoing paragraph.

The Commn. also request that Govt. look ahead and intimate to the Commn. their requirements of candidates for a period of a year or so.

From the copy of the programme published by the Madras Public Service Commn. it will be seen that the Provincial and Subordinate Services for which selection is made by the Commn. are divided into technical and non-technical for purposes of recruitment,

of the Provincial Services , the following are among the Technical :-

- 1) the Madras Electrical Service.
- 2) The Madras Engrg. Service.
- 3) The Madras Public Health Service

Direct recruitment to any of the services classified as technical is made on the basis of competitive examn. comprising only of an oral test in the shape of an interview conducted by the Comm. with the assistance of the head of the Deptt. concerned or a representative nominated by him. The standard for each such examn. and maximum marks are as follows:-

Provincial Services:-

■ Harija.	30%
Other Communities ..	40%
Subordinate Services	
All communities	30%

Direct recruitment to the services which have been classified as non-technical is made on the basis of a competitive examn. comprising a written test and an oral test in the shape of an interview conducted by the Comm.

For the purpose of this examn. the non-technical services are divided into groups with a comm. competitive examn. which is held annually for each group:-

This Deptt is concerned with the following posts:-

<u>Technical</u>	<u>Non-technical</u>
B.S.E.Cl.I	Estabt. officers
B.S.E. Cl.II	post in the General Provl. service.

Technical

Posts in the General Provincial Service.

Executive Engineers.
Deputy Engineers.
Public Health Engineer to Government.
Electrical Engineer to Government.
Officers in the Electric Grid.
Soil Physicists.
Account Officer.

As in Madras, recruitment to the technical posts may be made, as at present, on the basis of a competitive examination comprising only of an oral test in the shape of an interview conducted by the Commission with the assistance of a representative nominated by the head of the Department concerned.

Recruitment to the non- technical post of Establishment Officer under the Bombay Electric Grid, may perhaps be made on the basis of a competitive examination comprising a written test and an oral test in shape of an interview conducted by the Commission.

The suggestion for preparing a programme for the examinations in advance and publishing it etc. appears to be a good one and may be accepted. As regards the Commission's request that Government look ahead and intimate to the Commission their requirements of candidates for a period of a year or so, it may be mentioned that owing to the temporary appointments to the posts of Executive and Deputy ~~policy~~ Engineers made en masse recently and the present policy of Government of retrenchment of staff, it is difficult at present to state the exact requirements of this Department, for about a year or so from now.

In the case of recruitment to a Provincial Service by transfer from the normal feeder subordinate service, the head of the Deptt. concerned furnishes the Madras Public Service Commission by the appropriate date specified in column (2) of Annexure II (11) with his list of candidates qualified for appointment, together

with his remarks concerning the suitability of each and the personal files of the candidates. The estimates of the number of candidates required cover a period of twelve months following the dates on which the lists of selected candidates are due to be communicated to the appointing authorities according to the programme in Annexure II.

The system prevalent in Madras may be accepted as the same procedure ^{as} the ~~B~~ above is already followed in this Department.

In the circumstances the Political and Services Department may perhaps be informed that this Department agrees in general with the suggestions made by the Public Service Commission in respect of recruitment to the technical and non-technical posts in this Department.

Id/-

4-5-50

Para 'E.B.(IX) and (III)

2. Appointments to subordinate services (except the Sectt. Sub. service) are not within the purview of the Public Service Commission.

Id/-

8-5-50

If the permanent cadre strengths of class I and class II services are laid down and the rules of recruitment therefore are laid down both the direct recruitment and by promotion there would not arise much need for recruiting Ex. Engineers and Deputy Engineers in the General Provincial service.

Id/-

9-5-50

The policy of the this Govt. is to accord special facilities to persons who are backward socially, economically and educationally in the matter of recruitment to services as far as possible. But, since this has to be done without affecting efficiency, there should be the same standard for the qualifying marks for the candidates

of the various communities at the oral test for Provincial services. Thus, the minimum qualifying marks for Harijan candidates (if the marks system is adopted) should be the same as that specified for the members of the ~~other~~ other communities. Subject to this modification, we may generally agree with the Bombay P.S.C.'s suggestion in its letter No. 601, dated the 8-3-1950.

Id/-

25/5

If there is only one post of E. st. Officer, it would hardly be worth-while holding a competitive exam. for it the vacancy could occur once in several years.

I agree otherwise.

Id/-

27-5

384/48/26853

P.W.D.

E. B. (I).

Submitted with ref. to the notes recorded at pp. 23-27 ante.

the necessary draft is put up for approval.

Id/-

26-6-50

Short term appointments to posts
lying within the purview of the
Public Service Commission.

Supply of relevant information
regarding to the Commission.

GOVERNMENT OF BOMBAY
Political and Services Department.
Circular No. 2048/34,
Bombay Castle, 4th March 1949.

CIRCULAR OF GOVERNMENT.

In Government endorsement, Political and Services Department No. 2048/34-19312-D, dated the 20th July 1948, all Departments of the Secretariat [except the Separate Department] had inter alia been requested to supply to the Public Service Commission all relevant information whenever a vacancy lying within its purview had to be filled for a short time without consulting it. The Commission has now represented to Government that the information being supplied to it by the Secretariat Departments in pursuance of these orders does not contain all the requisite details. It has suggested that information on the following points should be supplied to it viz.,

- (i) period for which the appointment has been made for which it is, at the time of report, likely to last; and
- (ii) if the appointment is for a period exceeding one year or for a period which may exceed one year, why it was not possible to consult the Commission before the appointment was made and when it is intended to make a reference to the Commission.

All Departments of the Secretariat are accordingly requested to see that information on the above two points is invariably supplied to the Commission whenever they are required to make short term appointments to posts lying within the Commission's purview without consulting it ,

By order of the Governor of Bombay,

M. D. BHAT ,
Chief Secretary to the Government of Bombay,
Political and Services Department.

To-

All Departments of the Secretariat , (except
the Separate Department.).

Copy forwarded with compliments to the secretary
Bombay Public Service Commission, with reference
to his letter No-. 874/(11)-11/2, dated the 7th
February 1949.

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Letter.

Public Works Department,
Bombay Castle, 29th April 1949.

No. 678/48-E (I).

To

The Electrical Commissioner with the Government of Bombay.
The Superintending Engineers of Circles.
The Electrical Engineer to Government.
The Public Health Engineer to Government.

Subject:- Appointment of overseers as
officiating Deputy Engineers.

~~-----~~

Reference :- Government Letter No. 1244/36-II -E(I), dated the 15th October 1948, and Government Letter No. 2145/36, dated the 5th February 1949.

2. Whenever copies of Notifications of fresh shorttime ~~at~~ appointments of overseers as officiating Deputy Engineers are endorsed to this Department, the information regarding the period for which the appointment has been ^{en} made or for which it is, at the time of report, likely to last, should invariably be supplied to this Department for transmission to the Public Service Commission.

3. If the appointment is for a period exceeding one year or for a period which ^{may} exceed one year, you are requested to furnish the usual information in the prescribed form regarding service, qualifications, etc., of the candidate appointed and the persons superseded by the appointment so that the Public Service Commission's approval can be immediately obtained.

By order of the Governor of Bombay,

(B.S.Vyas),
{ for { Secretary to the Government of Bombay,
Public Works Department.

Id. 30-4-49

D. A. - Nil

Copy of a letter from the Secretary, Bombay Public
Service Commission, No. 601, dat^{ed} ~~dated~~ the 8th March 1950.

I am directed to state that in Madras State, recruitment to various services and posts within the pruvieu of the Madras Public Service Commission is made according to a fixed programme and the programme is published in advance for the information and guidance of persons wishing to qualify for entry into Government service. Posts are divided into two categories, technical and non-technical and the latter are filled on the result of competitive examinations. The non-technical posts are further divided into groups for purposes of the examinations. A copy of the Madras Government order, Public (Services) Department No. 751, dated the 24th March 1948, and of the Annexures to the order, showing the grouping and the programme, are forwarded herewith. It will be seen the programme includes appointment by direct recruitment as well as by promotion (described in the programme as transfer). The commission consider the system prevalent in Madras to be a good one and recommend that a ^{similar} system may be adopted for Bombay State, viz.,

(1) dividing services and posts into technical and non-technical;

(2) grouping the non-technical services and posts for purposes of recruitment, whether by competitive examinations or by some other method;

(3) preparing in advance and publishing the programme for the examinations, etc.,

2. If Government agree with the Commission, they will please send for the commission's consideration any proposals they may ^{have} to make about (1), (2) and (3) of the foregoing paragraph.

3. The Commission further suggest that Government look ahead and intimate to the Commission their requirements of candidates for a period of a year or so.

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COPY. Government of Madras,
Public (Services) Deptt.

G.O.N. 751, 24th March 1948.

Public Services- Provincial and subordinate Services
Selection by Madras Public Service Commission- Programme
Revised instructions- issued.

HEAD - The following paper:-

G.O. No. 3168, Public (Services), dated 30th
October 1944.

-----X-----

Order - No. 751, Public (Services), Dated 24th March 1948.

In supersession of the instructions issued in G.O.
No. 3168, Public (Services), dated 30th October 1944,
as subsequently amended), His Excellency the Governor of
Madras issues the following instructions in regard to
selection of candidates by the Madras Public Service Comm-
ission for the various services.

2. The Provincial and Subordinate Services for which
selection is made by the commission shall be classified
as technical and non- technical for the purpose as ind-
icated below:-

A- - Provincial Services.

Technical.

Madras Agricultural Service, Madras Boiler Service,
Madras Subordinate Civil Judicial Service, Madras District
Board Engineer^{ing} Service, Madras^a Educational Service, Madras
Electrical Service, Madras Engineering Service, Madras
Factory Service, Madras Fisheries Service, Madras Forest
Service, Madras Industries Service, Madras Jail Service,
Madras Public Health Service, Madras Medical Service,
Madras Stationery and Printing Service, Madras Survey
Service, Madras Veterinary Service, Madras General Service
(Chief Accounts of the Electricity Department; Personal
Assistant to the Director of Town- Planning ; Consulting
Architect to Government; Assistant Consulting Architect
to Government; Director, Cinchona Department;

Superintendent, Cinchona Plantations, the Anamalais and Naduvattam; Manufacturing Chemist; Cinchona Department; Curator, Madras Record Office; Superintendent, Government Museum and Principal Librarian, Connemara Public Library; Librarian, Connemara Public Library; Assistant Secretary to Government in the Legal Department; Translators; Statistical Officer; Examiner of Local Fund Accounts; Deputy Examiner of Local Fund Accounts; Assistant Examiner of Local Fund Accounts; Lay Secretaries and Treasurers, Government Medical Institutions; Electrical and Mechanical Engineer, Government Press; Executive Engineer, Special Marine Division and Assistant Engineer for Marine Works at Minor Ports other than Tuticurin)

Non-Technical.

Madras Civil Service (Executive Branch), Madras Co- Operative Service, Madras Excise Service , Madras General Service [Personal Assistant to the Director, Cinchona Department; Assistant Curator, Madras Record Office; Assistant Secretaries to Government in Departments other than Legal; First Assistant, Board of Revenue; Personal Assistant to the Inspector of Municipal Councils and Local Boards; Manager, Office of the Surgeon General; Personal Assistant to the Superintendent, Government Press; Personal Assistant to the Director of Veterinary Services; Non- Technical Gazetted Personal Assistant to the Chief Engineer, Public Works Department (General); Assistant Secretary. Board of Revenue, not included in the cadre of the Madras Civil Service (Executive Branch)]; Madras Police Services, Madras Registration Service; Madras Commercial Tax Service,

B. Subordinate Services.

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Madras Agricultural Subordinate Service, Madras Educational Subordinate Service, Madras Engineering Subordinate Service, Madras Excise Subordinate Service (Laboratory Assistants), Madras Fisheries Subordinate Service (Inspectors, Research Assistants and Laboratory Assistants), Madras Forest Subordinate Service, Madras General Subordinate Service (Assistant Chemist and Assistant Superintendent of the Cinchona Department), Madras Industries Subordinate Service, Madras Jail Subordinate Service (Headmaster's Assistant in the Senior Certified School at Chingmoz leput), Madras Judicial Ministerial Service (Official Receivers), Madras Medical Subordinate Service, Madras Ministerial Service (Statistical Assistant in the Office of the Director of Public Health; Librarian and Assistant Librarian in the Oriental Manuscripts Library and Sub- Librarian in the Coimbatore Public Library; Storekeeper of Medicines Government General Hospital, Madras; Storekeeper in the King Institute, Guindy, Librarian; Kind Institute Guindy; Commercial Accountant, Azimnagar Settlement, and Upper Division Clerk and Storekeeper in the Quinine Section in the Central Division Jail, (Coimbatore); Madras Public Health Subordinate Service, Madras Secretariat Service (Superintendent in the Legal Department), Madras Veterinary Subordinate Service.

Non-Technical.

Madras Commercial Taxes Subordinate Service, Madras Co-operative Subordinate Service, Madras Fisheries Subordinate Service (Sub- Inspectors), Madras Local Fund Audit Subordinate Service, Madras Registration Subordinate Service, Madras Ministerial Service (Posts other than those classified as technical,), Madras Secretariat Service (except Superintendent in the Legal Department), Madras Judicial Ministerial Service (except Official Receivers).

3. When direct recruitment has to be made to any of the services which have been classified as technical it shall be made on the basis of a competitive examination comprising only an oral test in the shape of an interview conducted by the Commission with the assistance of the head of the Department concerned or a representative nominated by him.

The standard for each such examination and maximum marks shall be fixed by the Commission. The minimum qualifying marks shall be as follows

Provincial Services-

Harijan ... 30 per cent.

Other communities. ... 40 per cent.

Subordinate Services-

All communities. ... 30 per cent.

The presence of heads of Departments at the interview will be governed by the Rules of Procedure issued by His Excellency the Governor in G.O.

No. 643, Public (Reforms), dated 1st April 1937, as amended from time to time and the instructions issued in G.Os. 562, Public, dated 19th March 1937, and No. 878, Public (Services), dated 5th May 1937.

4. In addition to the competitive examination comprising an oral test in the shape of an interview prescribed for the technical services, there will be a 20 miles walking test for candidates who have been selected for appointment to the Madras Forest Service or as Forest Apprentices in the Madras Forest Subordinates Service on the results of the said interview.

This test will be conducted by the Chief Conservator of Forests in the case of the Madras Forest Service and by the District Forest Officer concerned in the case of the Forest Apprentices, who for this purpose will be regarded as examiners

on behalf of the Commission:

5. When direct recruitment has to be made to the ~~Series~~ vice, which have been classified as non-technical it shall, except as otherwise provided in paragraphs 7 and 13 below, be made on the basis of a competitive examination comprising a written test and an oral test in the shape of an interview conducted by the Commission.

6. For the purpose of this examination the services specified below which have been classed as non-technical will be grouped as follows and a common competitive examination will be held annually for each group:

Group I- Madras Civil Service (Executive Branch), Madras Commercial Tax Service, Madras Co-operative Service, Madras Registration Service.

Group II- Madras Commercial Taxes Subordinate Service, Madras Co-operative Subordinate Service (Co-operative Sub-Registrars), Madras Co-operative Subordinate Service (Junior Inspectors of Co-operative Societies - communities other than Harijans, Assistant Inspectors of Labour and Backward Classes, Madras Local Fund Audit Subordinate Service, Madras Registration Subordinate Service (communities other than Harijans and Backward Classes), Madras Secretariat Service (upper division and lower division clerks other than those in the Central Branches), Madras Ministerial Service (Probationary Revenue Inspectors, Clerks in the Local Fund Audit Department, upper division and lower division clerks in the Office of the Board of Revenue and upper division clerk in charge of classification work, Connemara Public Library).

Group III- Madras Co-operative Subordinate Service (Junior Inspectors of Co-operative Societies - Harijans and Backward Classes) Assistant Inspector of Labour, Madras Fisheries Subordinate Service (Sub-Inspectors), Madras Registration Subordinate Service (Harijans and Backward Classes).

Group IV - Madras Secretariat Service (typists, steno-typists and lower division clerks (central Branches)) Madras Ministerial Service (except posts classed as technical, probationary, Revenue inspectors, clerks in the Local Fund Audit Department, upper division and lower division clerks in the office of the Board of Revenue and upper division clerk in charge of classification work, Connemara Public Library), Madras Judicial Ministerial Service (except Official Receivers),

7. In the case of the Madras Secretariat Service 'lower division clerks other than those in the Central Branches) and the Madras Ministerial Service (Clerks in the Local Fund Audit Department and Upper division and lower division clerks in the Office of the Board of Revenue) included in Group II and all the services included in Group IV, the competitive examination will comprise only a written test.

In the case of Deputy Inspectors of Municipal Council and Local Boards the competitive examination will comprise only an oral test in the shape of an interview conducted by the Commission with the assistance of the Secretary to Government, Local Administration Department or a representative nominated by him.

8. The standard of the examinations for each group, the subjects for the examinations, the maximum of marks and the minimum number of marks qualifying for selection will be as shown in Annexure I. In cases where the examination comprises a written test as well as an oral test in the shape of an interview the written test will precede the oral test. The maximum number of marks for the written test will be two-third of the total number of marks for the combined written and oral test. Only such of the candidates as obtain not less

will allot the candidates for appointment to the services or departments with reference to their position in the examination list and as far as possible, with reference to the order of preference indicated in their applications. The candidates will also be permitted to specify their choice of districts (or areas) in which they wish to be appointed in respect of services such as the Madras, Ministerial Service and the Madras Judicial Ministerial Service, but the controlling preference will be the service or department preference. Amongst those eventually selected for a service or department in a language area, preference for districts will be respected as far as possible. The Commission will however have the power to assign any candidate to any service or department of the group for which he is a candidate and to any district in his language area, if the exigencies of the public service render this desirable.

10. Recruitment otherwise than by competitive examination to all services will continue to be governed by the Rules of Procedure issued in G.O. No. 643, Public (Reforms) dated 1st April 1937, as amended from time to time.

11. Candidates selected for appointment as typists and steno-typists in the Madras Secretariat Service, the Madras Ministerial Service and the Madras Judicial Ministerial Service will be ineligible for transfer to the other posts in those services unless they qualify for such transfer by appearing for the examination by the full test prescribed for the respective group in which the said other posts are included. Applicants for the posts of typists and steno-typists will be given the option of appearing for only one subject prescribed for them in the examination for group IV or for all the subject prescribed for others in that group. In the case of those who appear for all the subjects and obtain the minimum number of marks prescribed for those

subjects a note will be entered against their names in the approved lists of typists and stenotypists (if they are included in such approved lists) to the effect that they are eligible for transfer to other posts in the Madras Ministerial Services or the Madras Judicial Ministerial Service, as the case may be, which have been included in Group IV on satisfactory completion of probation in the post of typist or stenotypist. Those who appear for only one subject prescribed for typists and stenotypists will, if eligible be selected for appointment as typists for stenotypists only and they will not be eligible for transfer to other posts even if they possess or subsequently acquire the required qualifications provided that the typists and stenotypists ~~mentioned~~ mentioned in column (1) of the table below who possess the required qualifications will, subject to the provisions of the general and special rules concerned, be eligible for transfer to the posts specified in the corresponding entry in the column (2) thereof if they qualified for such transfer by appearing for the examination by the full test prescribed for the group specified in the corresponding entry in column (3) :-

TABLE.

(1)	(2)	(3)
(a) (1) Typists and stenotypists in the Madras Secretariat Service.	Lower Division Clerks in the Madras Secretariat Service.	Group II.
(11) Typists and stenotypists in the Madras Ministerial Service in the Office of the Board of Revenue.	Lower Division Clerks in the Madras Ministerial Service in the Office of the Board of Revenue.	Group II.
(b) Typists and Stenotypists in the Madras Ministerial Service elsewhere than in the Office of the Board of Revenue.	Posts in the Madras Ministerial Service except (i) Probationary Revenue Inspectors; (ii) Clerks in the local Fund Audit Deptt. (iii) upper division clerk in charge of classification work in the Connemara Public Library; and (iv) posts classed as technical	Group IV

c) Typists and Steno- Posts in the Madras Group IV.
 typists in the Madr- Ministerial Service
 as Ministerial Serv- except (i) Probation-
 ice elsewhere than ary revenue Inspect
 in the Office of the ors;(ii) Clerks in the
 Board of Revenue. Local Fund Audit Dep-
 tt, (iii) upper divisio-
 n clerk in charge of
 classification work
 in the Connemara
 Public Library; and
 (iv) posts classed as
 technical -

Typists and steno- Posts in the Madras
 typists in the Ma- Judi-~~ciary~~ Ministerial Minis- Group IV.
 (c) Ex dras Judicial terial Service except
 Ministerial Service. Official Receivers.

For this purpose the w-ritten examination prescri-
 bed for Group II will be thrown open to the persons
 mentioned in item (a), column (1) of the above table
 and examination prescribed for Group IV will be thrown
 open to those mentioned in items (b) and (c) in the s-
 ame column, irrespective of their age.

12. Applications will be invited separately for each of
 the following classes of posts and selection of candidates
 will be made from among the applicants for each class
 after subjecting the applicants for all the classes to
 the common examination prescribed for Group IV;

(a) Typists and steno- typists in the Madras Minist-
 erial Service, the Madras Judicial Ministerial Service and
 the Madras Secretariat service;

(b) posts in the Madras Ministerial Service for which
 security should be deposited;

(c) posts in the Madras Ministerial Service in office
 and institutions solely managed by or intended for women,
 which are open to women only;

(d) posts of telephone clerks in the Madras Minis-
 terial Service which are open to both men and women; and

(e) other posts in the Madras Ministerial Service
 (except Probationary Revenue Inspectors, clerks in
 the Local Audit Deptt., upper division and lower division
 clerks in the Office of the Board of Revenue, upper divi-
 sion clerk in charge of classification work in the Conn-

Connemara Public Library, and posts classed as technical) and in the Madras Judicial Ministerial service (except Official Receivers)

13. Applications will be invited separately for the Madras Police Service and the applicants will be subjects will be subject to the same written test as that prescribed for Group I. The standard of the examination for this service the subjects for the examination and the maximum and minimum marks will be the same as for the services included in Group I. Such of the applicants as obtain not less than 30 per cent of marks allotted for the written test will be subjected to a separate oral test in the shape of an interview conducted by the Commission with the assistance of the ~~Sxxx~~ Inspector-General of police or a representative nominated by him. The Commission may in special circumstances and with the previous approval of the Government admit Harijans to the oral test though they may not have obtained the minimum of 30 per cent at the written test. Selection will be made from among the applicants for this service separately on the results of the written and oral test combined.

14. Fees will be levied from the candidates who apply in response to a notification issued by the Commission at the following rates:-

(a) Applicants for competitive Examination comprising a written test and an oral test in the shape of an interview.	Provincial Service	Rs. 25 each for each group.
	Subordinate Services.	Rs. 15 each for each group.
(b) Applicants for competitive examination comprising only an oral test in the shape of an interview.	Provincial Services.	Rs. 15 each.
	subordinate Services.	Rs. 10 each.
(c) Applicants for competitive examination comprising only a written test.	~~Sub~~ Subordinate Services.	Rs. 10 each for each group.

The Madras Public Service Commission is requested to report on the financial effect of the revised scales after they have been in force for a year.

12. The respective appointing authorities or the authorities nominated for the purpose by the head of Departments, as the case may be, in the case of the Madras Ministerial Service, heads of departments in the case of the other Subordinate Services (except Official Receivers of the Madras Judicial Ministerial Service) and the Government in the case of the Provincial Services and Official Receivers of the Madras Judicial Ministerial Service should send to the Commission estimates of the number of candidates to be selected for each service both by direct recruitment and recruitment by transfer from the normal feeder subordinate service according to the programme given in Annexure II. In the case of recruitment to a Provincial Service by transfer from the normal feeder subordinate service, the head of the department concerned should furnish the Commission by the appropriate date specified in column (2) of Annexure II (11) with his list of candidates qualified for appointment, together with his remarks concerning the suitability of each and the personal files of the candidates. The estimates of the number of candidates required should cover a period of twelve months following the dates on which the lists of selected candidates are due to be communicated to the appointing authorities according to the programme in Annexure II.

16- If there are any posts within the Commission's purview which are not included in the programme in Annexure II, the heads of Departments concerned will take steps to suggest in consultation with the Commission suitable dates for an incorporation in the programme.

17. When forwarding the estimates to the Commission in the case of direct recruitment, the appointing authorities should, in addition to giving

information as to the number of candidates to be selected

- (a) intimate to the Commission the number of candidates to be selected under each community and the language with which they should be conversant;
- (b) give information as to the names of the communities next in order of preference from which ^eselection should be made for each vacancy if no candidate from the community entitled to it under the relevant communal rule which applied to the service, is found suitable; and
- (c) send to the Commission extracts from their communal roster showing the appointments made to the service upto date and the turns passed over when making such appointments.

Note:- Where the communal rule that applied is the rule of communal proportion (i.e. general rule 19(b)/ the estimate of vacancies should be accompanied by a statement showing the existing distribution of appointments in the service among the various communities, the distribution as it ought to be under the rule of communal proportion and the percentage of excess or deficiency in the representation of each community in the service.

18. Applicants for direct recruitment to the Provincial Services will be interviewed at Madras and those for direct recruitment to the subordinate services in such languages as the Commission may fix for each selection. Written examinations will be held at such centres as the Commission may from time to time notify.

19- The age-limit for direct recruitment will be applied now with reference to the date of actual appointment to the service but with reference to the 1st July of each year in which the selection is made, i.e. candidates should not have completed the prescribed age on the 1st July. Candidates selected for but not appointed to a service before the next list for that service is prepared will be brought on to the new list corresponding to that on which they have been placed and will be placed at the top of it.

Commission will arrange in order of preference the candidates selected by it by direct recruitment and those selected by it by transfers with the exception governed by the provision to rule 2(1) of the Rules of Procedure issued in G.O.No. 643 Public (Reforms I), dated 1st April 1948³⁷, as amended from time to time

21. These instructions shall come into force on & from the 1-4-1948 (By order of His Excellency the Governor).

K. RAMUNNI MEMON,

Chief Secretary.

To

The Secretary ,
Madras Public Service Commission,
To All Heads of Departments.
To the Departments of the Secretariat ,
To the Special Officer, Departmental Enquiries.

ANNEXURE II.
(1) PROVINCIAL SERVICES - RECRUITMENT (DIRECT).

Sr. No.	and name of Service	Date when requisition for selection should be sent to the Commission.	Last date for receipt of applications.	Written Test	Date of receipt of results	Oral Test	Communication of approved list to appointing authority.
1		2	3	4	5	6	

(a) Non-Technical Service.

1. Madras Civil Service (Executive Branch).							
2. Madras Communications Service.							
3. Madras Co-operative Service.	1st week of June.	3rd week of June.	1st week of June.	1st week of June.	1st week of December.		
4. Madras Registration Service.							
5. Madras Police Service.							
6. Madras General Service Deputy Inspector of Municipal Councils and Local Boards.	1st September.	3rd week of October.			2nd week of November.	1st week of December.	
7. Madras Subordinate Civil Judicial Service	1st November.	(b) Technical Services. 3rd week of March.			4th week of April	3rd week of May.	

	1	2	3	4	5	6	7
26. Madras Medical Service.							
27. Madras Factory Service		1st February.	3rd week of March.	-	-	4th Week of April.	3rd week of May.
4. Madras Public Health Service.							
5. Madras Survey Service.							
6. Madras Engineering Service.		1st May.	3rd week of June.	-	-	4th week of July.	2nd week of August.
7. Madras Boiler Service.		1st August.	3rd week of September.	-	-	2nd week of Oct.	4th week of October.
8. Madras Fisheries Service		1st November	3rd week of December.	-	-	1st week of Feb.	3rd week of February.
9. Madras Jail Service.		1st August.	3rd week of September.	-	-	2nd week of Oct.	4th week of October.
10. Madras District Board Engineering Service.		1st October.	3rd week of November.	-	-	2nd week of Dec.	1st week of January.
11. Madras Educational Service.							
12. Madras Agricultural Service.							
13. Madras Electrical Service.		1st November	3rd week of December.	-	-	1st week of Feb.	3rd week of February.
14. Madras veterinary Service							
15. Madras Industries Service.							

1. ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 -----

16, Madras General Service.

Chief Accountants of The Electricity Department. 1st week of November. 3rd week of December. 1st week of February. 3rd week of February.

Personal Assistant to the Director of Town-Planning

Consulting Architect to Government.

Assistant Consulting Architect to Government.

Superintendent of the Cinchona Plantations, Anamalais and Naduvattam.

Manufacturing Chemist, Cinchona Department. 1st week of December. 3rd week of January. 2nd week of February. Last week of February.

Curator, Madras Record Office.

Superintendent of the Govt. Museum & Principal Librarian of the Cannemara Public Library.

Librarian of the Connemara Public Library.

Statistical Officer.

Lay..... .Contd....

	2	3	4	5	6	7
Lay Secretaries and Treasurers, Government Medical Institutions.						
Electrical and Mech- anical Engineer, Government Press.						
Executive Engineer, Special Marine Division on and Assistant Eng- ineer for Marine Wor- ks and main Ports o- ther than Tuticorin.	1st week of December.	3rd week of January.			2nd week of February.	Last week of February.
7. Madras Stationery and Printing Service.	1st week of December.	3rd week of January.			2nd week of February.	Last week of February.
8. Madras Forest Service.						

(111) SUBORDINATE SERVICES- RECRUITMENT (DIRECT).
(a) Non-Technical Services.

Sr. Number and name of Service .	Date when re- quisition for selection of should be sent to the Commission.	Last date for receipt of applica- tions.	Written test	~~Examination~~ Date of re- ceipt of results.	Oral test	Communication of app- roved list to appo- inting authority.
1	2	3	4	5	6	7

1. Madras Co-operative Subordina-
te Service.

(1) Co-operative Sub-Registrars
(i) Junior Inspector of Co-opera-
tive Societies (communities
other than Harijans and Back-
ward Classes) Assistant Insp-
ector of Labour.

2. Madras Local Fund Audit Sub-
ordinate Service.

3. Madras Registration Subordin-
ate Service-Reserve Sub-Regis-
trars (communities other th-
an Harijans)

4. Madras Secretariat Service
Upper Division and Lower Divi-
sion clerks other than those
in the Central Branches.

5. Madras Ministerial Service (P-
robationary Revenue Inspectors
and Clerks in the Local Fund
Audit Deptt., upper division and
lower division clerks in the
office of the Board of Revenue,
upper division clerk in charge
of classification work in the
Connemara Public Library).

3rd week of April. 4th week of September
1st week of 2nd week of 1st week of
October. November. October. November. 2nd week of 2nd week of
September September October. November. November. December.

1	3	4	5	6	7
2. Madras Agricultural Subordinate Service.	1st August	4th week of September.	-	1st week of November.	3rd week of November.
3. Madras Public Health Subordinate Service.	1st September.	2nd week of October.	-	1st week of November.	3rd week of November.
4. Madras Public Health Subordinate Service.	10th September.	4th week of October.	-	4th week of November.	2nd week of December.
5. Madras Veterinary Subordinate Service.	3rd week of April.	1st week of June.	-	1st week of July.	Last week of July.
6. Madras Forest Subordinate Service.	15th May.	4th week of June.	-	4th week of August.	2nd week of September.
7. Madras Educational Subordinate Service.	1st December.	3rd week of January.	-	3rd week of February.	2nd week of March.
8. Madras Fisheries Subordinate Service.					
(i) Inspector.					
(ii) Research Assistants.					
(iii) Laboratory Assistant.					
9. Madras Excise Subordinate Service-Laboratory Assistants	10th September	4th week of October.	-	4th week of November.	2nd week of December.
10. Madras General Subordinate Service-Assistant Chemist and Assistant Superintendent of the Cinchona Department.					

1	2	3	4	5	6	7th
12. Madras Jail, Subordinate Service Headmaster's Assistant in the Senior Certified School at Chingleput.	1st December.	3rd week of January.	-	-	3rd week of February	2nd week of March.
13. Madras Judicial Ministerial Service-Official Receivers.	1st February.	3rd week of March.	-	-	4th week of April	3rd week of May.
14. Madras Ministerial Service Posts classed as Technical, viz.-Statistical Assistant in the Office of the Director of Public Health.						
15. Librarian and Assistant Librarian in the Oriental Manuscripts Library and Sub-Librarian Connemara Public Library.	1st May.	3rd week of June.		-	4th week of July.	2nd week of August
Storekeeper of Medicines, Government General Hospital, Madras.						
Storekeeper, King Institute Guindy.						
Librarian, King Institute, Guindy.						
Commercial Accountant, Azimnagar Settlement and upper division clerk and store-keeper in the Quinine Section in the Central Jail, Coimbatore.						

ANNEXURE I.

35

Scheme of Examinations.

Group I. B.A. (Hons) Standard.

		Mark Marks.	
		Maximum	Minimum qualifying for selection.

(a) Compulsory subjects-			
English Composition ..	100	210	{ 315 in the aggregate in the case of Harijans; & 420 in the case of candidates belonging to other communities.
General Knowledge ..	100		
(b) Optional subjects			
(100) each ..	500		
(c) Interview and Record ..	350		

Five optional subjects must be taken, one from group A and four from group B.

Group A.

1. English Language and Literature and History of England so far as it affects the growth and development of English language and Literature.
2. Sanskrit Language and Literature and History of ^{Ancient India} Persia so far as it affects the growth and development of Sanskrit Language and Literature.
3. Persian Language and Literature and History of Persia so far as it affects the growth and development of Persian Language and Literature.
4. Arabic Language and Literature and History of South Arabs so far as it affects the growth and development of Arabic Language and Literature.
5. Tamil Language and Literature and History of South India so far as it affects the growth and development of Telugu Language and Literature.
6. Telugu Language and Literature and History of South India so far as it affects the growth and development of Telugu Language and Literature.
7. Malayalam Language and Literature and History of Malabar and South India so far as it affects the growth and development of Malayalam Language and Literature.
8. Urdu Language and Literature and History of Muhammadan period in India, so far as it affects the growth and development of ^{Urdu Language} Malayalam and Literature.
9. Kannada Language and Literature and History of South India so far as it affects the growth and development of Kannada Language and Literature.

Group B.

1. English Constitutional History.
2. History of Europe.
3. Economics.
4. Political Science.
5. Logic
6. Psychology
7. Ethics
8. Mathematics (Pure)
9. Mathematics (Applied)
10. Statistics.
11. Anthropology (with special reference to India)
12. Public Administration.
13. History of Administration in India and Machinery of Govt.
14. Physics.
15. Chemistry.
16. Botany.
17. Geology.
18. Physiology
19. Zoology
20. Biology.
21. Agriculture.
22. Agricultural Chemistry.
23. Agricultural Botany.
24. Accountancy and Audit.
25. Banking and Mercantile Law.
26. Jurisprudence (B. L. Standard)
27. Indian Constitutional Law.

Group II- B.A. (Pass) Standard.
Marks

	Maximum	Minimum qualifying for Selection.
(a) Compulsory subjects. 120		{ 315 in the aggregate
English Composition. 100		
General Knowledge 100	210	
(b) Optional subjects 500		{
(c) Interview and Record 350		

Five optional subjects. must be taken, one from group A and four from group B.

Group A

1. English Language and Literature and History of England so far as it affects the growth and development of English Language and Literature.

2. Sanskrit Language and Literature and History of Ancient India so far as it affects the growth and development of Sanskrit Language and Literature.

3. Persian Language and Literature and History of Persia so far as it affects the growth and development of Persian Language and Literature.

4. Arabic Language and Literature and History of Arabs so far as it affects the growth and development of Arabic Language and Literature.

5. Tamil Language and Literature and History of South India so far as it affects the growth and development of Tamil Language and Literature.
6. Telugu Language and Literature and History and History of South India ~~and~~ so far as it affects the growth and development of Telugu Language and Literature.
7. Malayalam Language and Literature and History of Malbar and South India so far as it affects the growth and development of Malayalam and Literature.
8. Urdu Language and Literature and History of Muhammadan period in India, so far as it affects the growth and development of Urdu Language and Literature.
9. Kannada Language and Literature and History of South India so far as it affects the growth and development of Kannada Language and Literature.

Group B.

1. English Constitutional History.
2. History of Europe.
3. Economics.
4. Political Science.
5. Logic.
6. Psychology.
7. Ethics.
8. Mathematics (Pure)
9. Mathematics (Applied).
10. Statistics.
11. Anthropology (with special reference to India).
12. Public Administration.
13. History of Administration in India and Machinery of Govt.
14. Physics.
15. Chemistry.
16. Botany.
17. Geology.
18. Physiology.
19. Zoology.
20. Biology.
21. Agricultural ~~Chemistry~~
22. Agricultural Chemistry
23. Agricultural Botany.
24. Accountancy and Audit.
25. Banking and Mercantile Law.
26. Jurisprudence.
27. Indian Constitutional Law.

Group III - Intermediate Standard.

Marks.

Maximum: Minimum qualifying
for selection.

(a) Compulsory subjects -			
English	100	} 270 in the aggregate.	
General Knowledge	100		
Language Translation			
and Composition	100		180

- (b) Optional subjects 300
(c) Interview and Record 300

Three optional subjects to be taken from the following:-

1. Arithmetic.
2. Algebra.
3. Geometry.
4. History of India.
5. History of England.
6. Geography of the world and of India in particular
7. Physic.
8. Chemistry.
9. Botany.
10. Physiology.
11. Zoology.
12. Elementary Biology.

GROUP IV-S.S.C. Standard (Written Test Only.)

Marks.	
Maximum :	Minimum
	qualifying
	for selection.

~~For Typists and Steno Typists~~

For Typists and
Steno Typists

English Com- position	150	45
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For others-

English Com- position--	150	} 135 in the aggregate.
General Know- ledge.---	100	
Language Tran- slation and Composition . -	100	
Precis-writing	100	

ANNEXURE II.....

(11) PROVINCIAL SERVICES RECRUITMENT (TRANSFER).

Sr. and name of service.	Date by which the estimate of the number of candidates to be selected should be sent to the Commission annually.	Date by which the approved list should be communicated to the authority concerned.
1	2	3
1. Madras Engineering Service.	1st February.	1st April.
2. Madras Registration Service.	8th February.	8th April.
3. Madras Jail Service.	15th February.	15th April.
4. Madras Public Health Service.	15th February.	15th April.
5. Madras Survey Service	22nd February.	22nd April.
6. Madras Electrical Service.	22nd February.	22nd April.
7. Madras Educational Service.	1st March.	1st May.
8. Madras Medical Service.	15th March	15th May.
9. Madras Excise Service.	15th March .	15th May.
10. Madras Civil Service (Executive Branch.)	1st May .	1st August.
11. Madras Communications Service.	1st January.	1st April.
12. Madras Agricultural Service.	15th June.	15th August.
13. Madras Industries Service.	15th June.	15th August.
14. Madras Police Service.	22nd June.,	22nd August.
15. Madras Veterinary Service.	22nd June.	22nd August.
16. Madras Co-operative Service.	1st December.	1st February.
17. Madras Fisheries Service.	1st August.	1st week of October.
18. Madras Subordinate Civil Judicial Service.	1st November.	1st week of January.
19. Madras Forest Service.	1st September.	1st November.
20. Madras General Service.		
Director, Cinchona Deptt.		
Personal Assistant to the Director, Chinchona Deptt.		
Curator of the Madras Record Office.		
Assistant Curator of the Madras Record Office.		
Assistant Secretaries to Government.	1st September.	1st November.
Translator s.		

Examiner of Local Fund Accounts.)

Deputy Examiner of Local Fund.)
Accounts.)

Assistant Examiner of Local Fund)
Accounts.)

First Assistant, Board of Revenue.)

Personal Assistant to the)
Inspector of Municipal Councils)
and Local Boards when recruited)
by transfer otherwise than from)
Madras Civil Service (Executive)
Branch).)

Deputy Inspectors of Municipal)
Councils and Local Boards when)
recruited by transfer from)
Superintendents of the Secre-)
tariat or from Commissioners)
of Municipalities who are)
approved probationers or full)
members in a provincial or)
subordinate service.)

1st September.

1st November.

Manager, Office of the Surgeon-)
General.)

Personal Assistant to the)
Superintendent, Government)
Press.)

Personal Assistant to the)
Director of Veterinary)
Services.)

Lay Secretaries and Treasurers,)
Government Medical Institutions)

Electrical and Mechanical)
Engineer, Government Press.)

Non-Technical Gazetted Personal)
Assistant to the Chief)
Engineer, P.W.D. (General).)

Assistant Secretary, Board of)
Revenue, not included in the)
cadre of the Madras Civil)
Service (Executive Branch.))

41

Below copy fo a letter from the Secretary, Bombay
Public Service Commission, No. 601, dated the 8th March 1950
and its accompeniments.

VERY URGENT.

No. 6901/46-D,
Political and Services Department,
Bombay Castle, 29th March 1950.

Forwarded to all Departments of the Secretariat (except
the Separate Department) for favour of remarks

By order of the Governor of Bombay,

J. Chaves.

For Chief Secretary to the Government
of Bombay.

Political and Services Department.

Letter.

Urgent.
No. 384/48-E(I)

Public Works Department
Bombay Castle (Bombay No.1),
14th June 1950.

To

The Chief Secretary to the Government of Bombay,
Political and Services Department.

Subject:- Recruitment to various services and
posts within the purview of the
Bombay Public Service Commission.

Reference :- Your endorsement No. 6901/46-D, dated the
29th March 1950.

2. This Department accepts in general the suggestion made
by the Bombay Public Service Commission regarding appointments
by direct recruitment as well as by promotion to the various
to the various Service and posts within the purview of the
Bombay Public Service Commission, viz.,

(i) Dividing Services and posts into technical and non-
technical;

(ii) grouping the non-technical Services and posts for
purpose of recruitment, whether by competitive examinations
or by some other method;

(iii) preparing in advance and publishing the programmes
for the examinations, etc.

The public Works Department is concerned with the
following Services:-

Technical

Bombay Service of Engineers
Class-I.

Bombay Service of Engineers,
Class II.

General Provincial Service.

Non-technical

Establishment Officer's post
in the General Provincial
Service.

Recruitment to the technical posts may be made, as at
present, on the basis of a competitive examination comprising
only of an oral test in the shape of an interview conducted
by the Commission with the assistance of a representative
nominated by the head of the Department concerned. This
Department is however of the opinion that there should be
the same standard for the qualifying marks for the candidates
of the various communities at the oral test for Provincial

Sd

Services. Thus the minimum ^{qualifying} mark for Jarijan candidates (if the mark system is adopted) should be the same as that specified for members of the other communities.

As there is only one non-technical post of Establishment Officer in the General Provincial Service, it would hardly be worthwhile to hold a competitive examination for it as the vacancy would occur once in several years.

As regards (iii) above, the suggestion of preparing a programme for the examinations in advance and publishing it etc. may be accepted. It may however be stated with reference to the Commission's request that Government look ahead and intimate to the Commission their requirements of candidates for a period of a year or so, that owing to the temporary appointments to the posts of Executive and Deputy Engineers made en masse in the last years, the Government's present policy of retrenchment of staff, and unsettled conditions generally it is not possible to state at present the exact requirements of this Department for about a year or so from now.

By order of the Governor of Bombay,

Sd/-

Deputy Secretary to the Govt. of
Bombay,
Public Works Department.

D.A. -Nil